



Legislative  
Assembly of  
Saskatchewan

# Annual Report

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Saskatchewan  
Legislative Library

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for the period ending  
March 31, 2011

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Assembly of  
Saskatchewan

## **Annual Report**

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This annual report is also available in electronic format from the  
Saskatchewan Legislative Library web site at:  
[www.legassembly.sk.ca/library/](http://www.legassembly.sk.ca/library/)

Saskatchewan  
Legislative Library

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November 22, 2011

The Honourable Don Toth  
Speaker of the Legislative Assembly of Saskatchewan  
Room 129, Legislative Building  
Regina, SK S4S 0B3

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period April 1, 2010 to March 31, 2011 for tabling in the Legislative Assembly.

This year the Library continued to work on initiatives and core programs that support the Library's strategic vision and the goals and objectives of the Legislative Assembly Service.

Following are highlights of accomplishments during the report period. The Library:

- Delivered timely and responsive services to MLAs and library clientele.
- Completed a proposal to establish a climate-controlled preservation environment for its Collection Annex. The proposal was approved by the Board of Internal Economy for implementation in 2011-2012.
- Completed an assessment of the Library's section of the Legislative Assembly web site and began implementing recommended changes.
- Acquired access to the online product PressDisplay.
- Participated in an initiative of the Association of Parliamentary Libraries in Canada to develop an online portal to digital government publications in Canadian parliamentary libraries.
- Continued to participate in a variety of partnership and outreach activities.
- Also of note, the Library's recent Reading Room renovation (mezzanine extension) received a City of Regina Municipal Heritage Award.

The results achieved would not have been possible without the dedication, enthusiasm and expertise of library staff who have a passion for service excellence. The Library is also grateful for the support you have given to the Library during your time as Speaker, as well as for the support of the Clerk of the Legislative Assembly and the Board of Internal Economy.

Sincerely,

*Melissa Bennett*

Melissa Bennett  
Legislative Librarian

MB/ll







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## Organizational Overview

# Legislative Library Mandate

**The Legislative Library is established under *The Legislative Assembly and Executive Council Act*.**

**Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection and to ensure the collection's present and future accessibility to parliamentarians, the civil service and the people of Saskatchewan.**

Provide a parliamentary library service to all Members of the Legislative Assembly and their staff.

Act as the official library for the deposit of Saskatchewan government publications.

Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.

Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.

Establish and maintain helpful and co-operative relationships with other government departments or departmental libraries.



## History

The Saskatchewan Legislative Library was officially established in 1905 at the formation of the province of Saskatchewan. The Library originated in a legal collection established in 1876 that developed into the library of the North West Territories Government, predecessor of the provinces of Saskatchewan and Alberta. Today, the Legislative Library is Saskatchewan's third-largest research library.

## Structure

The Legislative Library operates as a component of the Legislative Assembly Service (LAS), part of the legislative branch of government.

The Library is administered through the Office of the Legislative Librarian. It has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

Library services are provided out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. The Library's primary Collection Annex is located in the lower level of the Walter Scott Building. Functional units are based out of locations in the Legislative Building and Walter Scott Building.

## Values

The Legislative Library is committed to ensuring that parliamentarians, public servants, and citizens have access to published information resources necessary for informed decision making in a democratic society. It maintains the principles of confidentiality and non-partisan service for all library clientele.

The Legislative Library supports the vision of the Legislative Assembly Service which is *a parliamentary system that is valued, trusted and understood*. It also supports the values of the Legislative Assembly Service, which are:

- The democratic process
- Impartial and exemplary service
- Accountability
- Individual and team effort

## Collections

The Legislative Library has a strong and unique collection estimated to include approximately half a million titles in print, microform and electronic formats. The collection provides basic coverage in most subjects and in-depth coverage on topics of particular interest to Saskatchewan legislators. Areas of strength are: government publications, materials relating to Saskatchewan, news and current affairs, parliamentary studies, and social sciences (especially political science, public administration, social issues, economics, business, and history).

Collection features of interest:

- Current and historical Government of Saskatchewan publications
- Saskatchewan local history collection numbering over 1,000 titles
- Saskatchewan daily and weekly newspapers
- *Leader-Post* from 1883 onwards
- *Western Producer* from 1924 onwards
- Full depository library for Canadian federal government publications since 1927
- Current and historical Statistics Canada material
- Complete set of federal royal commissions in microform
- Parliamentary publications (e.g. Debates and Proceedings, Journals) with an emphasis on Saskatchewan, Canada and the U.K.
- Statutes from all Canadian jurisdictions
- Publications from other Canadian provinces
- Periodicals (newspapers, magazines, research journals) and news media from across Canada, North America and worldwide
- Extensive collection of licensed electronic information products

## Legal Deposit of Saskatchewan Government Publications

Saskatchewan government publications are acquired for the library collection under the statutory authority of the Legal Deposit Program (in place since 1982) which requires that all Saskatchewan government departments, boards, commissions and agencies deposit copies of their published material, both print and electronic, with the Legislative Library. Statutory authority is in section 81 of the *Legislative Assembly and Executive Council Act, 2007*.

Prior to 1982, the Library had an informal responsibility to collect Saskatchewan government publications and made a consistent effort to do so since its early days. This resulted in the Library having a very strong historical collection of Saskatchewan government publications.

## Library Services

The Legislative Library has a broad mandate to serve the Legislative Assembly, the people of Saskatchewan and the public service. The Library strives to serve all sectors of its mandate, while giving priority and advanced service to legislative clients.

Members of the Legislative Assembly and their staff receive advanced and specialized services as well as borrowing privileges.

Saskatchewan public servants and special researchers are eligible for basic reference services and borrowing privileges.

Public clients are eligible for basic reference services and use of library material either on site or through interlibrary loan via their local library.

The Library's web site provides information about the Library, access to the Library catalogue, and registered client access to the Library's licensed electronic information products ([www.legassembly.sk.ca/library](http://www.legassembly.sk.ca/library)).

*The Legislative Assembly and Executive Council Act, 2007* continues the Legislative Library's statutory responsibility for the collection and preservation of Saskatchewan government publications. Section 81 says:

*"(2) The Legislative Library is the official library for the deposit of government publications.*

*(3) Every department, board, commission and agency of the Government of Saskatchewan and every Crown corporation shall deposit with the Legislative Library eight complimentary copies of every government publication that:*

*(a) is released in any form, including print and electronic, for general or limited public distribution either for free or for sale; and*

*(b) is issued by them or pursuant to their authority in collaboration with a commercial publisher."*

*-- The Legislative Assembly and Executive Council Act, 2007, section 81, subsections 2-3.*

## **Program Areas**

### **Library Administration**

Library Administration provides leadership for library strategic development; supervision of program areas; and management of the Library's physical, financial and human resources. Library Administration also manages the library collection, electronic resources development, public relations and partnership activities. Library Administration contributes to the strategic direction of the Legislative Assembly Service and ensures that the work of the Library is aligned with LAS organizational goals.

### **Reference and Circulation Services**

Reference and Circulation Services connects library clients with the Library's information resources. This section responds to client inquiries and assists clients in finding information required from the library collection.

This section gives priority to responding to Members' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber and in legislative committees. Assistance to legislative clients including Members' staff and legislative committee researchers is also emphasized. Research support for the Library's Members' Services section is also a key function of the Reference section. Reference and Circulation Services also provide customer service to other clients who contact the Library.

Overall, this section is responsible for:

- Providing reference and bibliographic research assistance to clients
- Staffing the Library's public service areas
- Lending materials to clients
- Interlibrary borrowing and lending
- Maintaining the Library's collections housed in the Legislative Building
- Producing fact sheets, bibliographies and briefing notes
- Training and orienting clientele
- Producing library promotional brochures, booklets and displays
- Providing library tours

## **Members' Services**

The Members' Services section provides non-partisan bibliographic research and customized current awareness library services to MLAs, Independent Officers, and senior officials of the Legislative Assembly Service.

A profiled Current Awareness Service is offered to individual Members of the Legislative Assembly, to Independent Officers and in support of legislative committees. The Members' Services Librarian is in contact with the individual MLA to determine a profile of public issues on which the MLA wishes to keep current. Packages of information including magazine tables of contents, new books briefing information, newspaper clippings and news headlines are provided to the MLA on a weekly basis. News headlines and news clippings are provided electronically or in hard copy as requested. In addition a confidential, direct-user news service is set up for MLAs who register. Profiles are updated upon request, especially as MLA responsibilities change in terms of cabinet, caucus, shadow cabinet and committee responsibilities. In-person and telephone consultations, service briefings and tutorials are provided.

The Members' Services section produces *The Members' Newsletter*, which is published monthly during legislative sessions. *The Members' Newsletter* highlights material in the library collection and promotes awareness of library programs, services and activities.

Members' Services also provides bibliographic research and background kits for clients attending parliamentary conferences. The information generally takes the form of current periodical articles, topical book content and/or newspaper articles representing a balance of opinion on the topics under discussion at the particular conference.

## **Support Services**

The Support Services section performs the technical operations that make library programs and services possible.

Support Services manages the Library's integrated library computer system, Voyager, in partnership with the RegLIN consortium and the University of Regina Library. The Voyager software provides application modules for automated library acquisitions, cataloguing, circulation, and accessing the library catalogue online.

Support Services is responsible for the acquisition, processing and cataloguing of all new materials for the library collection. The section manages the withdrawal of library materials, when required. This work involves not only physically removing the material from the collection but also updating or deleting the corresponding records in the Library's catalogue. Overall, this section processes approximately 45,000 items annually.

Support Services administers the Legal Deposit Program for Saskatchewan Government publications, including receipt of materials, processing and cataloguing as well as production of the monthly *Checklist of Saskatchewan Government Publications*.

The section is responsible for receiving and cataloguing federal and provincial government documents and maintaining government publication exchange arrangements with other jurisdictions, such as Library and Archives Canada and the Library of Congress.

Support Services has substantial responsibilities for the maintenance and preservation of the library collection. The section manages the binding of selected periodicals and government publications and is responsible for maintaining materials housed in the Library's Collection Annex located in the Walter Scott Building. This facility houses over 80 percent of the Library's print collections.

### **Legislative Assembly Service Initiatives**

The Library is a part of the Legislative Assembly Service (LAS) and contributes to the LAS's numerous initiatives and administrative committees.

The Library helps support inter-parliamentary programs and professional development activities of the Members of the Legislative Assembly. The Library provides support to the Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI), the Saskatchewan Legislative Internship Program (SLIP), and the Parliamentary Program for Public Servants.

Library employees serve on Legislative Assembly Service administrative committees that support the LAS in areas such as strategic management, human resources, and technology management. During the current report year, the Legislative Librarian continued to chair the LAS Strategic Planning and Operational Priorities Committee.

### **Partnerships**

The Legislative Library participates in a variety of partnerships for the purposes of advancing library services.

### **Association of Parliamentary Libraries in Canada (APLIC)**

The Legislative Library is a long-time member of the Association of Parliamentary Libraries in Canada (APLIC). APLIC is comprised of the directors of the thirteen legislative/parliamentary libraries across Canada. APLIC's principal objectives are to improve parliamentary library service in Canada, foster communication among members concerning matters of mutual interest, identify issues requiring research, and encourage cooperation with related parliamentary officials and organizations. During the report period, the Saskatchewan Legislative Librarian continued to serve as President of APLIC.



### **Regina Library Information Network (RegLIN)**

The Legislative Library is a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under *The Non-profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Voyager integrated library system. Voyager provides the software applications for automated library acquisitions, cataloguing, circulation, and accessing the library catalogue online. The holdings of the five member libraries can be searched using the Voyager catalogue interface.

### **Multitype Library Board**

During the current report year, the Assistant Legislative Librarian continued to serve on the Saskatchewan Multitype Library Board, representing the special library sector of the Saskatchewan library community. This Board was established by *The Libraries Co-operation Act* in 1996 with a mandate to facilitate the cooperative development of a library system encompassing public, school, post-secondary and special library sectors as well as other information providers such as archives, business centers and Aboriginal libraries. The Library participates in two programs of the Multitype Library Board: the Multitype Database Licensing Program (MDLP) and the Saskatchewan Digital Alliance (SDA), outlined in further detail following.

### **Multitype Database Licensing Program**

The Library is a long-term participant in the Saskatchewan Multitype Database Licensing Program (MDLP). Organizations involved in MDLP pool funds to purchase access to electronic information products. MDLP's cooperative bulk purchasing program is the only means by which the Library could afford to sustain ongoing access to approximately 12,000 electronic titles in its collection.

### **Saskatchewan Digital Alliance**

During the report period, the Legislative Librarian continued to chair the Saskatchewan Digital Alliance (SDA) steering committee. The SDA is a cross-sector, co-operative body that promotes and facilitates the development of digital collections in Saskatchewan. SDA has fostered several digitization initiatives including the most recent SDA directed project: *The Saskatchewan War Experience*. More information about the SDA is at <http://www.saskdigital.ca>.

### **Public Records Committee**

The Legislative Librarian is a statutory member of the Public Records Committee by authority of Section 18(2) of *The Archives Act, 2004*. This committee reviews and approves record schedules for public records.



## Organizational Performance

### Strategic Planning Context

The Legislative Library's strategic management is informed by the strategic plan of the Legislative Assembly Service (LAS), the Library's mandate, and factors in the operating environment that influence the work of the Library. This context forms the basis for the development of a strategic plan for the Library's development, as well as detailed action plans on an annual basis.

### Legislative Assembly Service Strategic Plan

**Vision:** *A parliamentary system that is valued, trusted, and understood.*

#### Goals and Objectives:

*GOAL 1: Sustained and Enhanced Institution of Parliament*

##### *Objectives:*

- 1.1 Meet the requirements of House and Committees*
- 1.2 Promote strong stewardship and effective management of resources*
- 1.3 Ensure legislative records and information are accessible*
- 1.4 Foster awareness and knowledge of the Legislature*

*GOAL 2: Purposeful Services with Accountable Governance*

##### *Objectives:*

- 2.1 Provide high standard services, information and advice*
- 2.2 Promote effective management structures, processes and accountability*
- 2.3 Ensure appropriate accommodation for support and delivery of parliamentary services*

*GOAL 3: An Effective, Responsive Work Environment*

##### *Objectives:*

- 3.1 Build and maintain effective and efficient human resource structures*
- 3.2 Encourage innovative, flexible and collaborative employees*
- 3.3 Build strong organizational communication*
- 3.4 Manage change effectively*



## **Influencing Factors in the Library's Operating Environment**

### **Challenges**

**Digital Environment** — Changing information technologies continue to impact core library operations including acquisitions, collections management, and service delivery. The Library is changing work flows and re-evaluating many core processes in this context.

**Accommodation** — Accommodating the Library's collections and service areas within existing library facilities is a challenge. The addition of a new mezzanine in the Library Reading Room provided more collection space. The Library has more projects underway to ensure it makes the best use of existing space. Work is also required to ensure that facilities provide better environments for preserving historic library materials.

**Collection management** — The digital environment and accommodation constraints have driven the need to rationalize the acquisition and retention of library materials to ensure a focused, sustainable collection. Preservation of collection materials continues to be a concern. Increasing numbers of aged and worn items require conservation, repair, or format replacement.

**Human resources management** — Succession planning and knowledge transfer remains critical. There continues to be a need to re-structure work flow processes to better leverage human resource capacity to meet current library challenges. Employee training and development continue to be important.

### **Strengths**

**People** — The Library has knowledgeable, skilled, and service-oriented employees who bring enthusiasm and vision to their work. The Library is also strengthened by the leadership and support of the Legislative Assembly Service.

**Services & Collections** — The Library has well-established programs and services for Members and additional clientele for which it consistently receives positive feedback. The Library has valuable, established collections which provide the basis for delivering high quality information. The Library also has a strong and growing suite of digital collections that are effective and valued.

**Strategy** — The Library has developed a strong vision for the future and a clear sense of direction, as a result of its strategic, operational and annual planning initiatives.

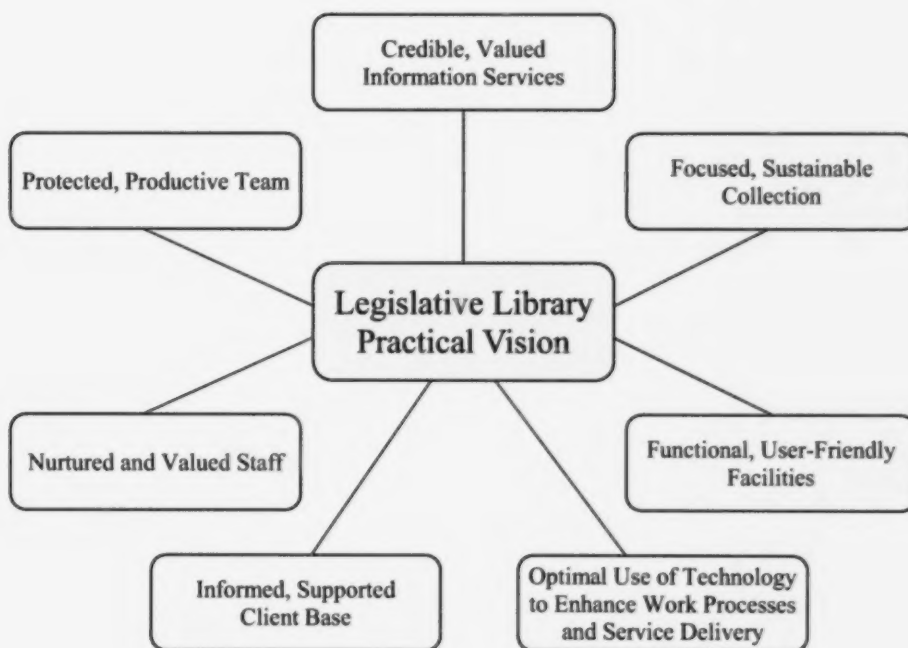
**Heritage** — As the oldest library collection in Saskatchewan, the Library holds significant heritage value for the Province. The ongoing stewardship and vitality of the Library is an important endeavour.

## Library Strategic Plan

The Legislative Library's current strategic plan was developed in the fall of 2007. The strategic planning process involved all library employees in a consensus based session that envisioned the Library in five years, identified obstacles to achieving the vision, and developed strategies for overcoming obstacles. The process resulted in a strategic plan with seven practical vision themes, three strategic directions, and nine supporting strategies.

### Practical Vision

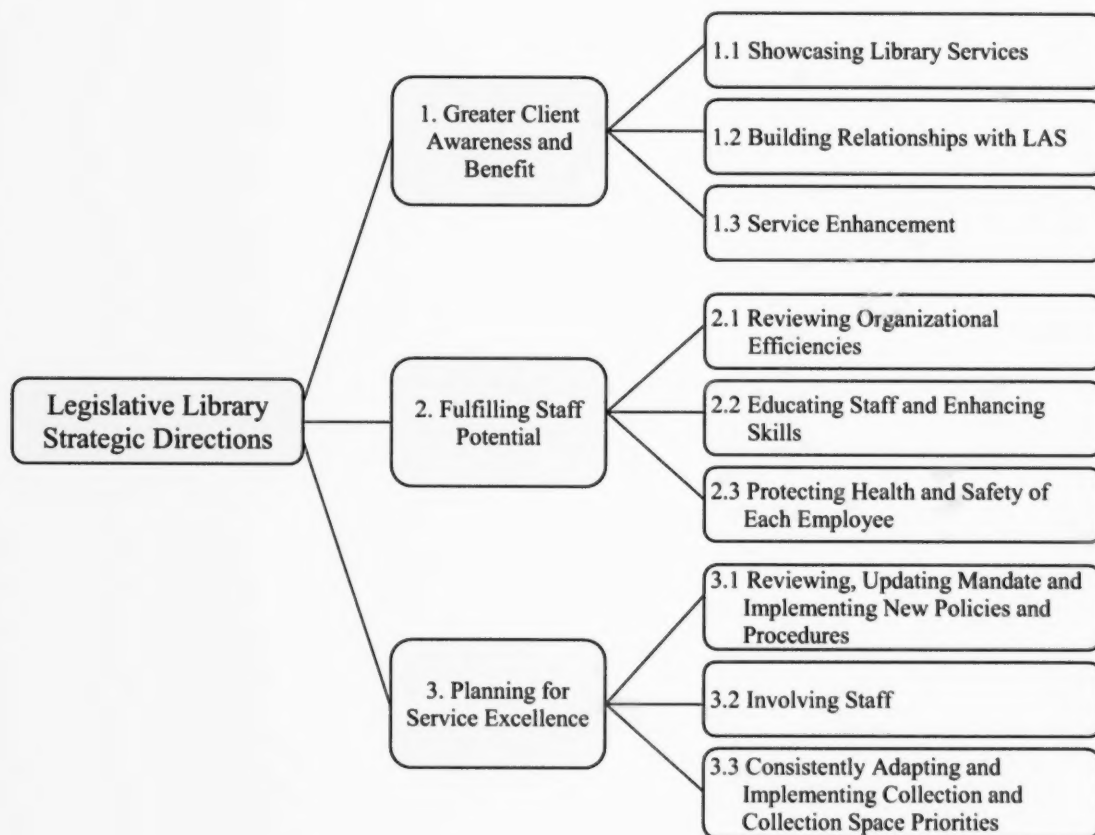
The Practical Vision answers the question "What do we want the Legislative Library looking like in the next five years?" Library staff brainstormed responses that were clustered into seven key themes: 1) Credible, valued information services; 2) Focused, sustainable collection; 3) Functional, user-friendly facilities; 4) Optimal use of technology to enhance work processes and service delivery; 5) Informed, supported client base; 6) Nurtured and valued staff; 7) Protected and productive team.



## Strategic Directions

The Library's Strategic Directions answer the question "What can we do to deal with obstacles and realize our vision?" Library staff brainstormed responses that were clustered into three major strategic directions with several supporting strategies.

The Library's annual work plans concentrate on initiatives in support of these strategic directions and strategies.



## **Strategic Performance 2010-2011**

The Library's development is focused on the strategic direction themes of greater client awareness and benefit, fulfilling staff potential, and planning for service excellence.

In 2010-11, the Library achieved important new milestones in these areas, as well as continuing core services.

### **Strategic Direction 1: Greater Client Awareness and Benefit**

This strategic direction focuses on maintaining and enhancing services, as well as promoting the benefits of these services to library clientele.

#### **Key Results:**

- **Research and reference services delivered**

The Library handled 1,956 reference/research transactions in 2010-11. This included 910 transactions with primary clients (MLAs, legislature, caucus, and constituency staff), and 1,046 transactions with public servants and members of the public. The Library received messages of positive feedback and appreciation from clients.

- **Personalized Current Awareness Information Services delivered**

The Library's suite of personalized Current Awareness Information Services for Members continues to be well-used. Detailed statistics are provided in the appendix. The Direct-User News Service, which enables clients to privately monitor news on topics of interest, remains the most popular of the Library's current awareness offerings, with 62 clients registered for the service.

- **Parliamentary conference information delivered**

The Library prepared backgrounder kits for 47 delegates (including Members, Clerks and guest delegates) attending 11 conferences. The backgrounder kit to the Annual Meeting of the Midwestern Legislative Conference continues to be a collaborative effort between the International Relations area of Intergovernmental Affairs and the Legislative Library. This report year marks the 9th year of the joint effort.

- **Outreach, orientation and collaboration continued**

On May 12, 2010, the Library and the Saskatchewan Book Awards partnered to present “A Lunch Hour of Readings” in the Library Reading Room. The event featured readings from 2009 Saskatchewan Book Award winners. Margaret Hryniuk read from *Legacy of Stone: Saskatchewan's Stone Buildings*, Wilfred Burton read from *Dancing in My Bones*, Jo-Ann Episkenew read from *Taking Back Our Spirits: Indigenous Literature, Public Policy, and Healing*, and Trevor Herriot read from *Grass, Sky, Song: Promise and Peril in the World of Grassland Birds*.

Each year the Library prepares briefing notes for the *Saskatchewan Teachers' Institute on Parliamentary Democracy*. This is an annual professional development opportunity for teachers to experience an insiders view of government and the legislative process. It is an initiative of the Office of the Speaker, supported by the Ministry of Education. The Library ensures that there is material to brief the participants for each of the sessions they attend. Topics range from the role of the Speaker to youth in the political process. The Library also ensures that all the sections of the Library's public web site are up-to-date as the materials on the web site are used as resources for the teachers during the Institute.

Each year the Library delivers orientation sessions to a variety of clients and audiences. This year, orientations included:

- Orientation for interns participating in the *Saskatchewan Legislative Internship Program (SLIP)*. This orientation focused on Library services available to them and on the role of legislative libraries in general.
- Orientation for Government of Saskatchewan employees participating in the Legislative Assembly's *Parliamentary Program for Public Servants*. This orientation is currently the only proactive promotion of the Library's services to Government of Saskatchewan employees and occurs when the House is in Session both in the Spring and the Fall of the year.

- **Electronic resources expanded**

The Library's collection of electronic resources was augmented by the addition PressDisplay. PressDisplay offers 1,700 newspapers from 92 countries. Newspapers display on the computer screen as they look in print, on the day they were published, including ads and photos.

- **Communications planning process continued**

Library staff assessed the Library's communications strengths, weaknesses, opportunities and threats, as well as communication objectives. They compiled an inventory of the Library's audiences and its current communication activities and tools. These activities lay the groundwork for the next undertaking: writing a communications plan.

- **Implementation of recommendations of Electronic Resources Assessment Report continued**

The Library continued a multi-year phased implementation of the recommendations made in 2008-09 in its *Electronic Resources Assessment Report*. This year, a three-phase assessment of the Library's public website was completed, resulting in over 20 recommendations for improvements to the site. Implementation of those recommendations has begun. The Library's intranet site was reorganized in order to make the information more easily findable for Library staff. In addition, many links were moved to the public website so that clients, in addition to Library staff, can access them.

- **Repository of Saskatchewan government publications in electronic formats grows**

The Library continues to develop its repository of digital Saskatchewan government publications.

The Library documented workflows for processing digital publications. It also processed a backlog of digital publications received on deposit. By the end of February 2011, the electronic repository contained 1,476 monographic publications and 4,696 issues of 402 serials (up from 695 monographic publications and 238 serials in the previous year). All of the materials in the repository are linked to records in the Library's online catalogue. Readers are able to look up a publication in the catalogue and click a link for immediate access to it.

Access to the Library's repository of digital Saskatchewan government publications has been enhanced through participation in an online portal to the digital government publication collections of parliamentary libraries across Canada. The portal is under development by the Association of Parliamentary Libraries in Canada (<http://www.aplic-abpac.ca>).

To address concerns that government agencies were not regularly depositing their publications, the Library took introductory steps to communicate regularly the deposit requirements and to review methods for direct harvesting of



electronically-published Saskatchewan government publications. Six methods for manually harvesting those publications have been identified. Support Services staff have taken a first step towards achieving higher quality catalogue records for Saskatchewan government publications by drafting a syllabus for cataloguer training.

- **Library publications issued**

The Library produced 4 issues of *The Members' Newsletter*, which is produced monthly during legislative sessions to highlight library services and materials. The featured compilation *New Books in the Library*, which includes a request form for borrowing new books, is included in each newsletter and continues to be popular.

The Library produced twelve issues of the *Checklist of Saskatchewan Government Publications* which highlights new publications issued by the Government of Saskatchewan. The *Checklist* receives wide distribution on the Library's web site.

## **Strategic Direction 2: Fulfilling Staff Potential**

This strategic direction focuses on providing a healthy work environment, as well as learning and development opportunities for library employees. It also focuses on reviewing work processes to ensure efficient use of human resources.

### **Key Results:**

- **Employee learning and development**

In 2010-11, the Library staff participated in a variety of learning and development opportunities that offered them the chance to improve their technical skills and/or to stay current with the rapidly evolving state of the library and information services sector. Employees also participated in various leadership development and coaching-supervisory skills training organized by the Legislative Assembly Service.

- **Support Services workflow review continued**

Support Services continue to review activities and revamp work processes and procedures within their section. Work-based teams initiated in the previous report year continue to foster a collaborative work environment that enables knowledge exchange, cross-training, and innovation.

**Strategic Direction 3: Planning for Service Excellence**

This strategic direction focuses on reviewing the Library's priorities, policies, and procedures to ensure effective deployment of resources. It also focuses on consistently adapting and implementing priorities with respect to its collection and collection space.

**Key Results:**

- **Targeted reviews of collections and collection management policies continued**

Staff in the Support Services section have reviewed collection acquisition processes for monographic materials. By the end of 2010-11, they had reviewed the terms of all the Library's standing orders and have acquired access to digital publication collections that have been pre-catalogued, which creates efficiencies in both acquisition and cataloguing work

The Collection Development team has reviewed acquisition and retention practices for government publications from jurisdictions other than Saskatchewan and has made refinements to focus this collection more closely on the needs of primary clients and to make its ongoing management more efficient.

- **Periodical subscription management automated**

As the Library moves toward a paperless, automated system for the management of periodical subscriptions, the staff in Support Services surpassed their goal to set up automated check-in records for paid subscriptions by year-end. In the second half of 2010-11, they increased the number of periodical titles being managed electronically by 117%.

- **Collection growth analysis continued**

The Library continued a long-term initiative begun in 2007-08 to measure the shelf space occupied by the collection and to monitor its growth. In 2010-11, staff measured the space currently allocated to shelving government publications, and also the amount of that space that is currently occupied. These measures will enable the Library to monitor the collection's growth and corresponding present and future space requirements.

- **Facility and space planning continued**

In 2009-10, the Library identified options for creating a more functional, user-friendly environment for clients, as well as enhancing bookshelf space on the



floor of the Library. In 2010-11 the Library sought advice from a library space planning consultant for optimizing space in the reading and reference rooms. Detailed floor plans of the rooms were drafted to meet the present and long-term floor planning needs. Draft furniture designs were produced. This multi-year project will continue in 2011-12, with further work being done on defining room layouts and furniture designs.

- **Preservation environment for Library Collection Annex planned**

In 2011-2012, the Ministry of Government Services will be renovating the Library's Collection Annex space located in the Walter Scott Building (3085 Albert Street). The project is part of a broader rehabilitation of the Walter Scott Building, currently underway.

Government Services requested that the Library identify unique infrastructure requirements and construction options that the Library may need or wish to pursue, given the unique nature of the facility as a library collection space rather than a standard office environment. The Library's Collection Annex houses approximately 80 percent of the Library's collection materials.

In the report year, the Library worked with the Ministry of Government Services to develop a proposal for upgrading the Library's Collection Annex facility to provide a climate controlled environment for better preserving library collections. The proposal included fire suppression, room envelope, and climate control standards that are appropriate for library preservation environments. Funding for the proposal was approved by the Board of Internal Economy in the budget process for 2011-12 and will begin and be completed in the 2011-2012 fiscal year.

- **Recognition for mezzanine extension project**

In 2009-10, a historic project to extend the Library's elevated bookshelves and mezzanine walkway into the reading room was completed. One of the key challenges to the design and construction team was to ensure that the new addition in this heritage location would preserve the character-defining elements of the reading room. Early in 2010-11, the City of Regina presented a Municipal Heritage Award to the Saskatchewan Ministry of Government Services, PSW Architecture & Interior Design Ltd., and Independent Construction Management for their achievements with this project.





## **Appendices**

**Statistical Summary****2008/2009    2009/2010    2010/2011****Web Site Statistics**

Unique visitors to Library web site	22,225	17,266	13,272
Visits to Library web pages	70,059	70,774	69,626
Pages viewed by visitors to Library web site	144,189	435,622	2,866,663

**Reference and Circulation Services**

Reference Inquiries	1,970	2,073	1,956
Computer Searches	2,436	3,041	1,846
Photocopy Services to Clients (copies)	18,476	12,570	9,418

Out of Library Circulation	3,835	3,110	1,763
In-Library Use	7,875	10,573	10,519
Total Circulation	11,710	13,683	12,282

Interlibrary Loans Borrowed for Library Clientele	127	192	163
Interlibrary Loans Requested by Other Libraries	136	175	144
Total Interlibrary Loans	263	367	307

**Members' Current Awareness Services**

Electronic News Clipping Service (articles provided)	43,462	35,066	34,256
Periodical Contents Service (title pages provided)	2,383	2,041	1,795
News Headlines Service/Online Information (citations provided)	55,095	32,137	31,314
New Book Alert (title pages provided)	5,352	3,523	3,923
Direct User News Service/Special Edition (registered clients at year-end)	52	64	62
Direct-User News Service/Special Edition (total system counts/hits)	37,989	38,224	41,777

**Support Services**

Materials ordered (titles)	1,180	1,166	2,933
Government Publications Received (items)	22,361	22,397	15,052
Serials and Periodicals Received (items)	13,034	11,964	11,086
Cataloguing (titles)	6,927	4,154	3,869
Binding (volumes)	52	128	180
Materials Withdrawn (items)	163,201	18,165	22,544
Listed for Duplicate Exchange	469	543	363
Distributed on Exchange	222	369	5

**Saskatchewan Deposit Program**

Government Publications Received (titles)	1,253	934	845
Government Publications Sent to Micromedia	1,259	1,209	1,269

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## **Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2010-2011**

### **Midwestern Legislative Conference (MLC) 16<sup>th</sup> Annual Bowhay Institute for Legislative Leadership Development (BILLD)**

Madison, Wisconsin, July 9 – 13, 2010

Conference kits prepared: 2.

Content: 26 articles on 15 topics.

### **48th CPA Canadian Regional Conference**

Regina, Saskatchewan, July 11-17, 2010

Conference kits prepared: 2 separate tour guides.

### **Pacific Northwest Economic Region (PNWER) 20<sup>th</sup> Annual Summit**

Calgary, Alberta, July 16 - 20, 2010

Conference kits prepared: 2.

Content: 43 articles on 16 topics.

### **National Conference of State Legislatures NCSL Legislative Summit 2010**

Louisville, Kentucky, July 25 – 29, 2010

Conference kits prepared: 2.

Content: 60 articles on 28 topics.

### **Midwestern Legislative Conference 65<sup>th</sup> Annual Meeting**

Toronto, Ontario, August 8 – 11, 2010

Conference kits prepared: 15.

Content: 78 articles on 31 topics.

### **Canadian Council of Public Accounts Committees (CCPAC) and Canadian Council of Legislative Auditors (CCOLA) Annual Conference**

Quebec City, Quebec, August 29 – 31, 2010

Conference kits prepared: 3.

Content: 21 articles on 10 topics.

### **Assemblée Internationale des Parlementaires de Langue Francaise (APF)**

Winnipeg, Manitoba, August 30 - September 3, 2010

Conference kits prepared: 4.

Content: 17 articles on 7 topics.

### **Partnership of Parliaments German Delegation Visit to Saskatchewan**

Regina, Saskatchewan, September 2 – 9, 2010

Conference kits prepared: 8.

Content: 30 articles on 23 topics.

**Commonwealth Parliamentary Association 56<sup>th</sup> Commonwealth  
Parliamentary Conference**

Nairobi, Kenya, September 10 – 19, 2010

Conference kits prepared: 3.

Content: 14 articles on 8 topics.

**Commonwealth Women Parliamentarians Outreach Program 2010**

Vancouver, British Columbia, November 4 – 8, 2010

Conference kits prepared: 2.

Content: 31 articles on 11 topics.

**Commonwealth Parliamentary Association 32<sup>nd</sup> CPA Canadian Region  
Parliamentary Seminar**

Toronto, Ontario, October 21 – 24, 2010.

Conference kits prepared: 4

Content: 20 articles on 6 topics.

## Legislative Library Functional Organization Table

Legislative Library Functional Organization		
Library Administration		
<ul style="list-style-type: none"> <li>• Provides leadership for the Library's strategic development</li> <li>• Contributes to the strategic direction of the parent organization</li> <li>• Ensures alignment of library initiatives with organizational goals of the parent organization</li> <li>• Oversees library program areas</li> <li>• Manages library physical, financial, and human resources</li> <li>• Manages library collections development and accommodations</li> <li>• Oversees public relations and partnership activities</li> <li>• Develops and maintains the Library's web spaces</li> </ul>		
Reference & Circulation Services	Members' Services	Support Services
<ul style="list-style-type: none"> <li>• Provides reference and bibliographic research assistance to clients</li> <li>• Staffs the Library's public service areas</li> <li>• Lends library materials to clients</li> <li>• Manages interlibrary borrowing and lending activities</li> <li>• Maintains collections in the Legislative Building</li> <li>• Produces bibliographic research materials including fact sheets, bibliographies &amp; briefing notes</li> <li>• Trains &amp; orients clients</li> <li>• Produces promotional brochures, booklets and displays</li> <li>• Provides tours to library visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and maintains personalized client interest profiles for MLAs, legislative officials and in support of committees</li> <li>• Provides customized, profile-based information services including:               <ul style="list-style-type: none"> <li>- Media monitoring</li> <li>- Electronic news clipping services</li> <li>- Magazine tables of contents</li> <li>- New book alerts</li> </ul> </li> <li>• Provides bibliographic research assistance and briefing materials to support MLA professional development activities</li> <li>• Produces <i>The Members' Newsletter</i></li> </ul>	<ul style="list-style-type: none"> <li>• Acquires, processes &amp; catalogues new materials</li> <li>• Administers the Legal Deposit Program for Saskatchewan government publications</li> <li>• Manages the automated systems for acquisitions, cataloguing, circulation &amp; public access catalogue</li> <li>• Maintains collections in the primary collection annex in the Walter Scott Building</li> <li>• Produces the <i>Checklist of Saskatchewan Government Publications</i></li> <li>• Administers publication exchange agreements with other jurisdictions</li> <li>• Manages the disposition of surplus and superseded materials</li> <li>• Prepares materials for binding</li> </ul>

## **Legislative Library Staff**

The Legislative Library has a permanent staff establishment of sixteen persons.

**As of March 31, 2011 the following persons were members of the permanent staff:**

### **Library Administration**

Melissa K. Bennett, B.A., M.L.I.S.  
Legislative Librarian

Kim Hagel  
Administrative Assistant

Patricia M. Kolesar, B.A. (Hons.), M.L.S.  
Assistant Legislative Librarian

### **Reference and Circulation Services**

Leslie J. F. Polsom, B.A., M.L.I.S.  
Director of Reference Services

Tim C. Prince, B.A., M.L.S.  
Reference Librarian

Michelle Giese, B.A., M.L.I.S.  
Reference and Electronic Resources Librarian

Charles Wood, B.A., M.L.I.S.  
Reference Librarian

Kim Heidebrecht, Library and Information Technology Diploma  
Client Services Manager

Liza Leutenegger, B. Admin.  
Client Services Assistant (on leave)

### **Members' Services**

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification  
Members' Services Librarian

### **Support Services**

Bette Desjarlais, B.Ed., M.L.I.S.  
Director of Support Services



Gina Abel, Library Technician Certificate  
Support Services Manager

Chris Oxman, Library and Information Technology Diploma  
Support Services Technician

Michele Strueby, Library Technician Certificate  
Support Services Technician

Ashley E. Binns, Library Technician Certificate  
Support Services Technician (on leave)

Ivana Ruzic, Bachelor of Law  
Support Services Assistant

**The following people were employed on a non-permanent basis:**

**Reference and Circulation Services**

Raeleen Rooney, B.A.  
Circulation Assistant

Andrea D. Mancuso, B.A., Library Sciences Technician Diploma  
Client Services Assistant

**Members' Services**

David Sealy  
Members' Services Assistant (on leave)

Alexandra Hamilton  
Members' Services Assistant

Dorothy McMillan  
Members' Services Assistant

Lynmara Hingston, B.A., M.L.I.S.  
Members' Services Research Assistant

**Support Services**

Christine West, B.A.  
Support Services Assistant

Beth E. Christianson, B.A., Library Technician Certificate  
Support Services Technician

